

**READING PARKING AUTHORITY**

**Minutes of Reading Parking Authority  
Board Meeting – April 19, 2022**

1) Meeting Called to Order.

The Reading Parking Authority’s regular board meeting was called to order on April 19, 2022, at 5:30 p.m. by Timothy J. Profit, Chairperson. It was held at the Reading Parking Authority, 613 Franklin Street, Reading, PA 19602, pursuant to notice published and posted according to law.

2) Pledge of Allegiance.

3) Moment of Silence.

4) Roll Call.

A roll call to confirm all individuals present for the meeting was taken. The following individuals were present for the meeting:

*RPA Board Members:* Timothy J. Profit, Chairperson; Daniel Laws, Vice-Chairperson; Maritza Colon, Secretary; and Keith Eschleman, Treasurer/Assistant Secretary.

*Others Present:* Nathan L. Matz, Executive Director; Michael McGrath, Director of Finance; Bart Ganster, Director of Operations; Claudia Hurwitz, Executive Assistant; Mahlon J. Boyer, Esquire, General Solicitor; and Danielle Reardon, Paragon Consulting.

5) Public Comment.

There was no public comment.

6) Approval of Minutes.

Minutes from the previous regular meeting of the Authority’s Board of Directors were circulated to the members of the Board prior to the meeting. There being no requested revisions, Mr. Eschleman made a motion to approve the minutes of the meeting held on March 15, 2022. Second by Mr. Laws. The motion passed unanimously.

7) Approval of Accounts Payable.

Mr. McGrath presented the accounts payable for 3/12/22 – 4/14/22, which totaled \$745,465.97. The proposed payables were sent to the Authority’s Board of Directors prior to the meeting. Mr. Eschleman made a motion to approve the proposed payables. Second by Mr. Laws. The motion passed unanimously. Mr. Profit recused himself from voting on payments made to Savage 61 Chrysler Dodge.

8) General Solicitor Report.

a) Resolution 2022-2

Mr. Boyer presented Resolution 2022-2 for ratification by the Board. The resolution authorizes the grant of a temporary construction easement in favor of PennDOT on the Authority's property located at 954 N. 10<sup>th</sup> Street. Mr. Profit made a motion to ratify the Board's grant of the easement in favor of PennDOT. Second by Mr. Eschleman. The motion passed unanimously.

b) Resolution 2022-3

Mr. Boyer presented Resolution 2022-3 to the Board. The resolution authorizes the grant of a temporary construction easement in favor of PennDOT on the Authority's property located at 423 Schuylkill Avenue. The property will be used as a throughway during PennDOT's bridge construction. The Authority will receive a long-term benefit from the easement due to improvements that PennDOT will make at the property. Mr. Profit made a motion to approve the Resolution. Second by Mr. Eschleman. The motion passed unanimously.

c) Resolution 2022-4

Mr. Boyer presented Resolution 2022-4 to the Board. The resolution authorizes the purchase of properties located at 315-321 Church St. that combine to form a parking lot presently owned by Fortis Housing. The properties would be purchased for the total amount of \$60,000.00 as part of the Authority's ongoing Citywide Parking Relief program. Mr. Profit made a motion to approve the Resolution. Second by Mr. Eschleman. The motion passed unanimously.

9) Executive Director Report.

a) Ordinance changes

Mr. Matz said that he recently appeared before City Council to discuss multiple topics including the possible use of the East Reading pool property for a parking lot as part of the Citywide Parking Relief program. The City owns the pool property. The Authority will continue discussions with the City regarding the pool property and its possible use as a parking lot.

Mr. Matz confirmed that City Council recently passed a resolution that permits a pilot program in certain parts of the City for the painting of lines on the street to create fixed parking stalls. The parking stalls are meant to maximize available on-street parking. The pilot program will run from July 2022 to October 2022 to test the use of parking stalls.

The Authority had previously presented suggestions to the City for revisions to some of the City's zoning ordinances as part of the Authority's ongoing efforts in the Citywide Parking Relief program. Mr. Matz said that the Authority is waiting to hear from the City Solicitor regarding a review of the proposed changes by the City's planning commission.

Several changes to Part 8 of the City's parking ordinances were presented to the City. The changes were meant to update the wording of the ordinances and to ensure they are in conformity with current parking regulations. There were no major substantive changes presented.

Mr. Matz said that City Council is planning to increase fire hydrant fines from \$100.00 to \$200.00 in light of the significant public safety hazard presented by vehicles parked in front of hydrants.

b) Events

Mr. Matz said that there was a positive article recently published in the Reading Eagle concerning the Authority. Mr. Matz thanked April Ortiz for her work in improving the speed and efficiency of vehicles exiting the Authority's garages after events. The exit time for vehicles was originally 24 seconds per vehicle, which has been reduced to 10 seconds per vehicle. Mr. Profit noted that the exit time is close to vehicles exiting gateless garages. Mr. Profit thanked Ms. Ortiz for her excellent work in reducing the exit times for vehicles.

c) Citywide Parking Relief (CPR)

Mr. Matz noted that the purchase of the Church St. properties was a great acquisition for the Authority. The parking lot has 30 parking spaces.

Mr. Matz said that he is working with McCarthy Engineering and T2 Systems to create gateless entries for the Authority's larger surface lots. There would be no need for direct enforcement. Enforcement would be controlled by cameras.

d) Sponsorships/Agreements

i) Centro Hispano

Mr. Matz received a request for a sponsorship by the Authority for Centro Hispano. Mr. Profit noted that Authority sponsorships are supposed to further its mission, which is parking. Mr. Boyer agreed. The Authority had previously passed a Charitable Donation Policy that allows the Authority to make charitable donations but only if the donations further the purpose of the Authority. The Authority had recently made a donation to Jazz Fest given the increased use of the Authority's facilities that Jazz Fest generates. Mr. Profit said that donations should be ones that increase parking revenue or further the Authority's mission.

ii) Penn Street Market MOU

Mr. Matz presented an MOU from the Greater Reading Chamber Alliance ("GRCA"), which proposes a partnership between the GRCA and the Authority for the Penn Street Market that is held every Thursday from June 2 to September 29, 2022. Pursuant to the MOU, GRCA will pay the Authority \$150.00 per week for placement of cones with parking signs to reserve parking for vendors and staff. The Authority will be acknowledged as a Penn Street Market partner. In exchange, the Authority will reserve certain parking spaces on its property for use by

the Market and will provide maintenance spot checks among other things. GRCA and the Authority have partnered for several years for this. Mr. Profit made a motion to approve the MOU. Second by Mr. Eschleman. The motion passed unanimously.

iii) Penn Street Market Sponsorship

The Penn Street Market Sponsorship was tabled.

e) Restaurant Partnership

Mr. Matz said that he met with some of the downtown restaurants and listened to their concerns. They discussed event parking. Event parking can affect the restaurants because customers wanting to park in a garage during events to use a restaurant will have to pay the event pricing. Mr. Matz suggested the possible use of 3-hour restaurant parking vouchers. However, Mr. Profit said there is a need to avoid individuals from taking advantage of restaurant vouchers for use during events. He suggested restaurant vouchers at garages that vary depending on the location of the garage. Mr. Matz suggested the possible dedication of certain parking spaces in the garages for hourly parking, even when events occur. Mr. Matz also said that the proposed 3-hour limit for restaurant vouchers could be lowered.

There was also discussion in regard to the possible use of loading zones for certain parking needs. Mr. Matz said that there are seven loading zones in the 600 block of Penn St. that could be used more appropriately. Mr. Profit said there needs to be different signage that could be used, for example, for loading, but also for those who want to make a quick pick up at a restaurant. Mr. Profit said that the Authority needs to try different options to see what works. Mr. Matz said that the Authority is seeking additional parking on 4<sup>th</sup> St., 6<sup>th</sup> St., Court St., 9<sup>th</sup> St. and Washington St. PennDOT will need to approve additional parking at these locations.

Mr. Profit said that there needs to be a discussion in regard to areas that have parking meters with large residential populations but low business use. Consideration for a reduction of enforcement times or the elimination of parking meters should be made. He asked Mr. Matz to review these areas and to report back to the Board.

f) No Parking Signs

Mr. Matz said that the Authority has been receiving complaints regarding companies that purchase no parking signs for an entire block but do not use them or leave the project early. Mr. Matz has been having discussions with UGI to help with these concerns. He said that UGI is often finished with its work three to four days early. He said that UGI will now remove the no parking signs when its work is done. He also said that the Authority may include timeframes on the no parking signs. Those purchasing the signs that do not appear by 8:00 a.m. would be considered a no show for the project and residents would be permitted to park despite the signage from 8:00 a.m. to 7 a.m. the following morning. Mr. Matz noted that no parking sign enforcement is performed upon complaint. Mr. Profit thanked Mr. Matz for these new regulations to reduce inconvenience and complaints for residents.

g) Velocity Project

Mr. Matz presented three separate proposals from T2 Systems. The first proposal is for mobile pay, the second proposal is for the installation of pay stations and the third proposal is for the installation of gateless systems. The proposed work will occur at 7 of the Authority's parking garages and the surface lot at 7<sup>th</sup> and Washington. The 4<sup>th</sup> & Cherry Garage already has a gateless system. The work at the noted facilities will be in stages. There will be two pay stations in the DoubleTree Garage. All of the other garages will have one pay station. Mr. Matz said that removal of the current gates will be beneficial including the reduced costs for ongoing maintenance of the current gates. In separate motions taken for each proposal, Mr. Profit made a motion to approve the proposed work by T2. Second by Mr. Eschleman. The motions passed unanimously.

10) Director of Finance Report & Administration Report

Mr. McGrath confirmed that a March Financial Statement was issued to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to the Financial Statement.

11) Director of Operations Report

Mr. Ganster submitted his Operations Report to the Authority's Board of Directors prior to the meeting. The Board posed no questions in regard to his report.

12) HR Report.

There was no report from Ms. Reardon.

13) Office Administration Report

Cindy Sanzo and Abril Ortiz submitted their Office Administration Report to the Authority's Board of Directors prior to the meeting. The Board posed no questions.

14) Communications & Special Projects Report

Kristen Stubblebine submitted her Communications and Special Projects Report to the Authority's Board of Directors prior to the meeting. The Board posed no questions.

15) Board Member reports

There were no reports.

16) Old Business

None.

17) New Business

None.

18) Next Board Meeting

The next board meeting will be held on May 17, 2022, at 5:30 p.m. at the Reading Parking Authority.

19) Adjourn.

*Mr. Profit announced that an executive session was going to be held to discuss personnel matters and pending litigation with no board action to be taken upon the conclusion of the executive session.*

There being no further business of the Board, the meeting was adjourned at 6:16 p.m.